

INDIAN TOURIST AND BUSINESS VISA

THANK YOU FOR CHOOSING VISA FIRST TO PROCESS YOUR VISA APPLICATION. THIS IS YOUR VISA FIRST APPLICATION PACK WHICH CONTAINS:



INFORMATION ON THE
DOCUMENTS YOU WILL
NEED TO PROVIDE IN
ORDER TO OBTAIN A VISA



ORDER FORM





VISA APPLICATION
FORM

Please make sure to read all information provided carefully. Once you have gathered all required documents please print off, fill out and sign the application form provided. Please then send the completed form and the required documents to our address, which is outlined below. We strongly recommend that you use **registered post**, as you will be sending your passport. If you have any further questions please do not hesitate to contact us.

You can contact us by:

 info@visafirst.com

 +44(0) 207 659 9180 from the UK

 +353(0) 1 878 3329 from Ireland

WHAT DO I NEED TO APPLY FOR MY INDIAN VISA?

TOURIST VISA:

Passport valid for a minimum of six months, with at least 2 blank pages.

2 recent identical colour photos, 50mm x 50mm rather than the standard passport-type size.

Most photo booths offer this option.

Completed application form.

Signed authorisation letter.

Completed declaration form.

FOR APPLICANTS WORKING AS media related professionals, charity workers, researchers, priests, doctors, teachers, commercial pilots/crew, in the police or armed forces ONLY -

Copy of letter from applicant's UK employer*, which must -

a) state the purpose of the visit, and

b) be on the letterhead of the company, and

c) be addressed to the High Commission of India, India House, Aldwych, London WC2B 4NA.

As in this case additional processing time will be required and an additional fee may be charged at the HCl's discretion, applicants are advised not to confirm their travel arrangements until the visa is granted.

** If self-employed, media related professionals must instead provide a letter stating that no professionally related activities will be undertaken during their stay in India.*

BUSINESS VISA:

Passport valid for a minimum of six months, with at least 2 blank pages.

2 recent identical colour photos, 50mm x 50mm rather than the standard passport-type size.

Most photo booths offer this option.

Completed application form.

Completed declaration form.

Signed authorisation letter.

An original signed letter from a company in the UK on their letterhead, addressed to The High Commission of India, India House, Aldwych, London WC2B 4NA. This letter must explain the nature of the business and the duration* of the visit, as well as stating the applicant's name and passport details (number, date of birth, issue date and expiry date). For the same day service only it is recommended that this letter also explain the required urgency.

A signed letter of invitation from an Indian company on their letterhead, addressed to The High Commission of India, India House, Aldwych, London WC2B 4NA. This letter must clearly state the purpose and duration* for which the visa is requested, as well as the applicant's name and passport details (number, date of birth, issue date and expiry date). For the same day service only it is recommended that this letter also explain the required urgency.

** If applying for a 1 year visa, the letter must also state why a 6 month visa would not be sufficient*

WHAT DO I NEED TO APPLY FOR MY INDIAN VISA?

TRANSIT VISA:

Please note that this visa can only be applied for within 14 days of travel.

- Passport valid for a minimum of six months, with at least 2 blank pages.
- 2 recent identical colour photos, 50mm x 50mm rather than the standard passport-type size. Most photo booths offer this option.
- Completed application form.
- Completed declaration form.
- Signed authorisation letter.
- Copy of applicant's flight confirmation and any necessary visas, confirming onward/return travel from India.

Where should I send my documents?

Visa First, 3rd Floor, 9 White Lion Street, London N1 9PD, UK.

How long does the visa take to be organised?

The standard processing time is 10 working days from when we receive your passport and application. This includes the time it takes to return your passport to you.

How much time can I spend in India?

Tourist visas are only issued for the duration of the trip. Length of stay in India on an Employment and Business visas is up to 6 or up to 12 months. The validity of visa starts from the date of issue and not from the date of travel.

Where can I direct my questions?

You can contact any of the Visa First officials at 0207 659 9180.

Please scroll down to the next page for information on the application fees.

INDIAN TOURIST AND BUSINESS VISA



ORDER FORM

First Name:	Surname:
Date of Birth: DAY / MONTH / YEAR	Estimated Date of Departure: DAY / MONTH / YEAR
Home Phone:	Mobile:
E-mail:	
Address (to return passport to):	

FOR TOURIST VISA:

How did you book your flight? (name of the website, travel agency)
What is the name of hotel you are staying in?
How did you book the hotel? (name of travel agency)
Main city of stay? (where you will spend most of your time)

FOR BUSINESS VISA:

How did you book your flight? (name of the website, travel agency)
What is the name of hotel you are staying in?
How did you book the hotel? (name of travel agency)
Main city of stay? (where you will spend most of your time)
Name of the company you are working for?
What is your occupation?
Name of HR Manager in your company:
Name and telephone number of staff member in your company that organises travel for staff:
Accounts Contact:
Where possible please provide the name of the person in your accounts team that manages payments:

INDIAN TOURIST AND BUSINESS VISA



POSTAGE DETAILS	
How would you like your passport and visa returned to you?	
Note: If you do not select an option below, we will hold your passport in our offices for self pick-up unless you advise in writing of an alternative preferred option.	
Registered post delivery*, including handling fee (delivered within 48 hours): £ 10	
Courier options:	To United Kingdom (1-2 working days) – £35 To Europe EU (1-3 working days) – £45
Self-pick up	Personal courier
*The above service is available only within United Kingdom For more information on Courier options please contact Visa First Help Desk on 0207 659 9180	

BUSINESS VISA OPTIONS:			
Note: A Business visa may be issued for maximum one (01) year with single, double or multiple entries. Duration of stays in this category of visa is maximum sixty (60) days in each visit.			
Multi entry, 1 year Same day:	£ 270	Multi entry, over 1 year Same day:	£750
Multi entry, 1 year 48 hour:	£255	Multi entry, over 1 year 48 hour:	£595

TOURIST VISA OPTIONS:	
Note: A tourist visa may be issued for maximum three (03) months with single, double or multiple entries and is nonextendable and non-convertible. Duration of stay in this category is maximum 90 days in each visit.	
Multi entry, up to 10 years 48 hour:	£170

TRANSIT VISA OPTIONS:	
Note: A tourist visa may be issued for maximum three (03) months with single, double or multiple entries and is nonextendable and non-convertible. Duration of stay in this category is maximum 90 days in each visit.	
Single/double, 90 days 48 hour:	£165

* Please note that the validity of visa starts from the date of issue and not from the date of travel.

Please also note that the embassy fee is set by the embassy and Visa First has no control over the fees which the embassy sets. The prices outlined here consist of Visa First's handling fee which also includes the embassy fee. Please also note that additional fees may apply depending on how you would like to receive your passport, exchange rates and possible changes in embassy fees etc. In the event that an additional fee is required in your case, we will contact you directly to notify you of this and to organise any additional payments which may be required.

INDIAN TOURIST AND BUSINESS VISA

Have you visited any of the following countries during last 3years:

Afghanistan, Bhutan, Pakistan, Maldives, Bangladesh, Sri Lanka, Nepal

Name of Country	Year	Number Of Visits

List of countries visited in the past 10 years:

Name of Country	Exact Date of Entry: (dd mm yyyy)

INDIAN TOURIST AND BUSINESS VISA



PAYMENT DETAILS

Method of Payment:	Credit Card	Postal Order	Bank Draft
Type of Credit Card:	<div style="border: 1px solid black; padding: 2px;"> ↓ </div> Visa Master Laser Maestro/Solo		
Name of Card Holder:			
Card Number:	_____		
Card Expiry Date:	MONTH YEAR	SECURITY CODE	
Registered Card Address:			
Mailing Address: /If different/			

*If you are paying by credit card simply fill out your credit card details and return this application to us.
All postal order and bank draft payments should be returned with this application to one of the following addresses:*

VISA FIRST
14 St. Stephen's Green
Dublin 2
Ireland

Fax: +353 1 878 3329

VISA FIRST
3rd Floor
9 White Lion Street
London N1 9PD
United Kingdom

Fax : +44 20 7659 9180

NB: Please make postal order and bank draft payments payable to TaxBack - Visa First Devision.
For all payments made by a credit or debit card there is a 3% transaction fee.

Signature of Card Holder:

Date:

Cancellation fees apply.

TERMS AND CONDITIONS

Visa First reserves the right to return any passport without the requested visa if the passport and/or the documents provided do not comply with the requirements or if there is insufficient time to process the visa. Please note that, other documents may be requested at the discretion of the embassy. The provided processing time is given as a general guidelines - actual waiting times may vary. The visa fee is non-refundable even in the event that your application is delayed or rejected.

Passports are required for the entire processing time. In the event of loss or damage to any passport or documents received, Visa First liability will be limited to the actual value of the passport/document. Visa First accepts no liability for consequential loss.

You must travel with the same passport you hold at time of completing this application. If you obtain a new passport after your visa has been issued, please contact Visa First Help Desk for advice. In this case Reallocation fees may apply.

Visa First advises against purchasing restricted or inflexible tickets prior to visa issuance. Processing times shown on this application are standard processing times. While Visa First makes every effort to ensure that visas are processed according to advertised timelines, Visa First does not accept any claims for delays caused by postal strikes or delayed post handling by postal companies or embassies which are outside of our control.

Please confirm that by engaging the services of Visa First, you agree to our terms and conditions listed above, which you can view at <http://www.visafirst.com/terms.asp>.

Signature of applicant:



High Commission of India

India House, Aldwych

London WC2B 4NA

<http://www.hcilondon.in/>

Paste your unsigned
recent color photograph.
Size: 2" X 2"

Visa Application Form

Signature

A. Personal Particulars (As in Passport)				
Surname				
Name				
Previous/other Name if any				
Sex		Marital Status		
Date of birth		Religion		
Place of Birth Town/City		Country of Birth		
Citizenship /National ID No		Educational Qualification		
Visible identification marks				
Current Nationality		Nationality by Birth/ Naturalization		
Any Other Previous/Past Nationality				
B. Passport Details				
Passport No.		Date of issue (dd/mm/yyyy)		
Place of issue		Date of expiry (dd/mm/yyyy)		
Any other Passport/Identity Certificate held (if yes ,please fill in the following)				
Country of issue		Place of issue		
Passport/IC No		Date of issue(dd/mm/yyyy)		
Nationality/status				
C. Applicant's Contact Details				
Present address		Phone No		
		Mobile /Cell No		
		Email address		
Permanent Address				
D. Family Details				
Relation	Name	Nationality	Prev. Nationality	Place/Country of Birth
Father's				
Mother's				
Spouse				
Were your Grandfather/Grandmother(Paternal/Maternal) Pakistan Nationals Or belong to Pakistan held area :				
E. Details of Visa Sought				
Type Of Visa Required		No of Entries		
Period of Visa (Month)		Expected Date of Journey		
Port Of Arrival		Port of Exit		

Required Detail of			
Purpose of Visit :			
F. Previous Visit Details			
Have You Ever visited India ?			
Address where You stayed in India			
Cities in India Visited			
Type of Visa		Visa Number	
Visa Issued Place		Date of Issue	
Countries visited in last 10 years			
Have you been refused an Indian Visa or extension of the same previously or deported from India ?			
If yes above mention when and by whom with control No/Date			
G. Profession/Occupation Details			
Present Occupation		Designation/Rank	
Employer name/business			
Employer Address			
Phone Number			
Past occupation if any			
Are/have you worked with Armed forces/ Police/ Para Military forces ?			
Organization		Designation	
Place of Posting		Rank	
H. Address of Place of Stay / Hotel			
Place/Hotel Name	Address of Place / Hotel	State	Phone No.
I. Details of Two Reference			
In India		In UNITED KINGDOM	
Name			
Address			
Phone Number			

I. DECLARATION:

- a. I do not hold any other passport(s) other than those detailed above.
- b. I have read and understood all the conditions for the visit to India and I am willing and able to abide fully by them.
- c. I declare that the information given in the form is complete and correct and the visit to India will be undertaken for the purpose indicated in the application.
- d. I understand that in case the information provided in the form is found to be incorrect, I will be liable for denial of visit/ entry or deportation and/ or other penalties during the visit as provided by Indian law.

Date :.....

.....
Applicant's signature (as in Passport)

INDIAN BUSINESS VISA

COMPANY LETTER SAMPLE

Date: _____

The High Commission of India
India House
Aldwych
London
WC2B 4NA

Dear Sir/Madam,

This letter is to confirm that _____ *Name of Inviting Company* _____ will sponsor
_____ *Name of Traveller* _____ for a _____ *Multiple or Single* _____ entry
_____ *Six months or one year* business visa. _____ *His / Her* _____ passport details are as follows:

Name: _____ *Name of Traveller exactly as in passport* _____
Number: _____ *Passport Number* _____
Date of Birth: _____ *Date Of Birth* _____
Date of Issue: _____ *Date Of Issue* _____
Date of Expiry: _____ *Date Of Expiry* _____

_____ *Name of Traveller* _____ has been employed by _____ *Name of UK Company* _____
as a _____ *Job Title* _____ since _____ *Date* _____
_____ *His / Her* _____ contact number is _____ *Traveller tel. no.* _____

_____ *Name of Traveller* _____ is planning on visiting _____ *Name of Indian Company* _____
for business discussions starting on the _____ *Date* _____ and returning to work on the _____ *Date* _____

_____ *If applying for one year visa add reason why six months is not enough* _____

Please feel free to contact me on _____ *UK Company Tel No* _____
_____ *and full address* _____ if you have any questions.

I thank you for your assistance in this matter.

Yours faithfully,

_____ *Name and Job Title* _____

Letter of Authorisation

Date: _____

Dear Sir/Madam,

This letter is to confirm that I, _____
(Full Name of Applicant)

Date of birth ____/____/____, Passport number _____ authorise my nominee

(Name of the authorised nominee with full details) _____

to submit and collect my processed passport for Indian Visa from **India Visa Application Centres**
operated by VFS.

Yours faithfully,

_____ (Applicant's Signature)

_____ (Applicant's Name)

DECLARATION

Ihereby undertake that I shall utilise my visit only for the purpose of which, Visa has been applied, and shall not on arrival in India try to extend my stay for any other purpose. I also declare that I am present in the UK on the date of making this application and that all the information given by me here is true, accurate and complete,

I understand that my visa application is being handled through VF Services (UK) Limited (VFS), service providers in the United Kingdom appointed by High Commission of India, London. I am aware that the grant or refusal of visa is at the sole discretion of the High Commission of India and VFS is not responsible for the same or for any delay in the receipt of the visa. The processing of your application including processing time is subject to the procedures and timescales of the Indian High Commission over which VFS has no control I hereby agree to the VF Services (UK) Terms and Conditions including Disclaimer and VFS Data Protection Policy current at the date of my application (downloadable from <http://in.vfsglobal.co.uk>). I accept that application fees are not refundable, except as covered by VFS's refund policy, and are payable even if a visa is not granted. I accept that VFS limits its liability for replacement of lost passports or other travel documents, to refund of my application fee, and reimbursement of government fees in accordance with the VFS refund policy. I am responsible for the accuracy of my application form, and I accept that if VFS checks my application form, it does not guarantee that it will find any errors, and does not verify information I have provided. I accept that VFS excludes all other liability in relation to my application and advice or information given to me, including for breach of contract or negligence.

I acknowledge and agree that my application and associated data will be processed in accordance with the VFS Data Protection Policy (downloadable from <http://in.vfsglobal.co.uk>), and that my data may be processed by an affiliated company which may be a part of the VFS group of companies or a sub-contractor for VFS, and that such processing may take place in India but subject to the same standards as apply in the United Kingdom.

Important Note: Suppression of facts or furnishing misleading/false information will result in denial of visa without assigning any reason. Visa fee once tendered is non-refundable and subject to change without notice. After receipt of visa ensure name, spellings, passport number, type and validity visa is given correctly. Visa is valid from date of issue. It is advisable to make travel arrangements after obtaining appropriate visa.

PLACE & DATE _____ Signature of the Applicant _____